

## GRANT WRITING POLICY

### TOWN OF UNDERHILL

**PURPOSE:** The purpose of this Grant Writing Policy is to recognize that the Town of Underhill is ultimately responsible for any grants awarded to it or any of its' boards, commissions or departments and to establish procedures to ensure adequate risk reduction.

**REQUEST FOR PROPOSAL:** Persons, agencies, organizations or committees who intend to write proposals or applications for grants must present their proposals to the select board for review and approval prior to submission to any granting agency. The presentation to the board should include benefits and compliance requirements. The select board shall be given adequate time for review prior to application deadline date.

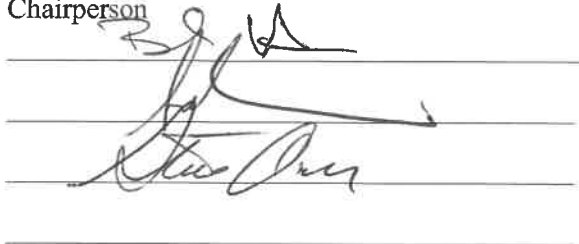
**GRANT SUBMISSION:** Once the final grant is written, it must be approved by the select board. A copy of the final signed grant including budget should be given to the finance officer.

**GRANT APPROVAL/DISAPPROVAL:** Notification of approval or disapproval should be provided to the select board and finance officer.

**FISCAL:** Receipts and payments, including any repayments, will be coordinated with the finance officer to ensure that proper financial accountability is maintained.

The foregoing Policy is hereby adopted by the selectboard of the Town of Underhill, Vermont, this 31 day of January, 2013 and is effective as of this date until amended or repealed.

Chairperson

A handwritten signature in black ink, appearing to read "B. J. [unclear]", is written over several horizontal lines. The signature is fluid and cursive.